PBT



2010-2011 Problems

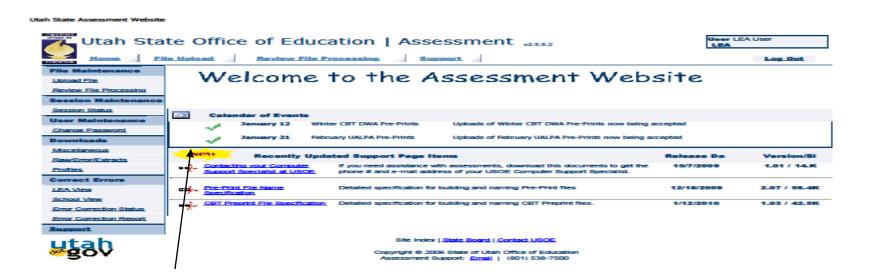
Answer Document Errors (PBT)

- Not checking header sheets for teacher and section information (reporting group)
- Answer Documents not preprinted were bubbled incorrectly
- Test's packaged by school and not test type
- Withdrawn students not being returned with regular batch to be scored causing a error on the missing document report
- Bar-code label for booklets not being returned on booklet with special code box marked (UALPA)

Information on Testing Website

- Secure Testing Website to upload files for PBT Preprints and CBT Preloads
- Log onto the assessment website (https://cs.schools.utah.gov/assessment) and click on support on the toolbar to download:
 - Verification Application
 - How To Manual
 - Assessment Pre-print File Name Specification & Updated File Format





This year when you logon to the assessment website on the home page you can see what items have been marked new or have been updated. Please print these documents off and refer to them when sending pre-prints or pre-load files

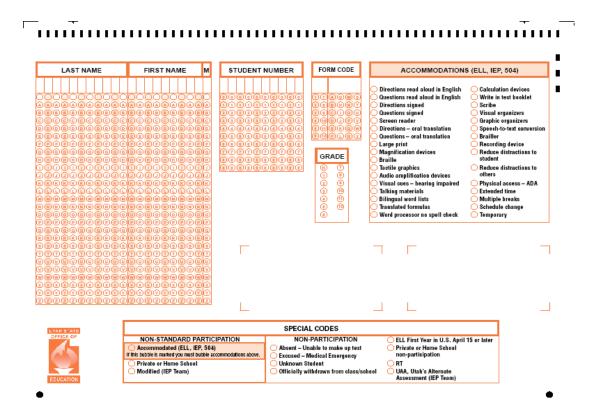
https://cs.schools.utah.gov/as

Spring 2011 ELA

| LAST NAME | FIRST NAME M | STUDENT NUMBER | FORM CODE | ACCOMMODATION | S (ELL, IEP, 504) |
|-----------|--------------|----------------|---------------------------------------|--|--|
| | | | 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | Directions read aloud in English Questions read aloud in English Directions signed Questions signed Screen reader Directions oral translation Questions – oral translation Large print Magnification devices Braille Tactile graphics Audio amplification devices Visual cuese – hearing impaired Talking materials Bilingual worl lists Translated formulas Word processor ne spell check | Calculation devices Write in test booklet Scribe Visual organizers Graphic organizers Speesh-to-test conversion Brailler Recording device Reduce distractions to student Reduce distractions to others Physical access – ADA Extended time Multiple breaks Schedule change Temporary |
| 232222222 | 022222222 | L | AL CODES | <u> </u> | |



Spring 2011 Math





Spring 2011 Science

| LAST NAME | FIRST NAME I | STUDENT NUMBER | FORM CODE | ACCOMMODATION | S (ELL, IEP, 504) |
|---------------------|--|--|---|---|--|
| | | | 3 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | Directions read aloud in English Questions read aloud in English Directions signed Questions signed Screen reader Directions—oral translation Questions—oral translation Large print Magnification devices Braille Tactile graphics Visual cues—hearing impaired Talking materials Bilingual word lists Translated formulas Word processor ne spell check | Calculation devices Write in test booklet Scribe Visual organizers Speeth-to-lext conversion Brailler Recording device Reduce distractions to student Refluce distractions to others Physical access – ADA Extended time Multiple breaks Schedule change Temporary |
| LTAH STATE | | SPEC | IAL CODES | | |
| OFFICE OF EDUCATION | NON-STANDARD PAR Accommodated (ELL, IEP, 8 If this bubble is marked you must bubb Private or Home School Modified (IEP Team) | 04) Absent – e accommodations above. Excused Unknown | NON-PARTICIPATION Unable to make up test – Medical Emergen <i>c</i> y I Student I withdrawn from class/si | Private or Home School non-participation | |



9 curren PRE-WRITING NOTES You may use this space to plan your response, but write your final response on the lined pages of the answer sheet. This page for notes will not be scored.

Anything that is not part of the answer document, STOPS 8 the scanner

The following is a list of problems that continue to slow scanning:

- Tests grouped together by school instead of by test
- Bar code labels put over other labels or lined out and used for a different student
- Photocopied answer documents substituted for actual answer documents, these will not scan
- Double header sheets and one with blank answer documents behind it this will scan.



The following is a list of problems that continue to slow scanning:

- Using only one header sheet for a teacher's elementary classes
- Mixing 3rd and 4th grade classes together under one header sheet
- Boxing by school and test instead of by test.



The following is a list of problems that continue to slow scanning:

- When using blank answer documents check to see that all information has been bubbled in
- We still have districts that use another student's pre-printed answer document and cross out the information. Remember, every pre-printed document must be returned with the special code box marked with the reason why the student didn't take the test



Why is quality screening of your various tests so important?

- Anytime a problem is detected, scanning is halted until the problem is resolved, which causes additional delays not only for your district but subsequent districts that are next in line for their documents to be scanned and processed
- Cooperation on your part ensures that we can return results to you as quickly and accurately as possible



What happens after testing is finished?





CRT Timelines

- CBT 24 hour preliminary score reports
 - Send All-student file to USOE at the end of your testing window (CBT data window for each school has been closed)
 - Please make sure to look at your error reports from USOE and resolve the errors



CRT Timelines

- PBT within 5 days after Testing Window
 - Answer Documents to USOE
 - All student file to USOE
 - We cannot scan your documents if All student file hasn't been sent in so don't drop and leave the documents in the office and go on a 3 month vacation



The following is a list of potential problems that should be recognized:

- Answer documents should be stacked with the student names face up with the timing tracks to the left. When the folded edge is cut preparatory to scanning, timing tracks will be cut off causing significant delay in scanning
- Use a light rubber band to separate individual teacher batches, with the header sheet on top, so they will stay in order when cutting the answer documents



Packaging & Shipping

- Please make sure that the answer documents are all facing the same way
- Check to see that answer documents that weren't pre-printed have been bubbled in
- Check all header sheets and make sure that teacher number & section number have been bubbled (MUST)
- Teacher number is left justified with no spaces in the 9 position field



Shipping Address

- Answer documents are to be delivered to your data technician one of three ways:
 - 1. Hand-deliver preferred
 - 2. FedEx
 - 3. UPS

Utah State Office of Education District Computer Services 250 East 500 South Salt Lake City, UT 84114-4200



Shipping Information

- All tests must be grouped in one shipment to DCS
- All test materials need to be boxed in appropriately sized boxes to avoid damage



Shipping Information

- Each box must display the following on the outside (short side) of the box
 - District Name
 - School Number
 - School Name
 - Grade Level
- In small districts, multiple schools of the same grade level may be placed in one box. Each must have a control document and header sheet



Package Box Label Example

- DISTRICT
- TEST
- GRADE



Remember If We Work Together We can Make It Work





Who Do I Call?

- Sharon Marsh (801) 538-7915
- cell phone (801) 550-2129
- Keith Garcia (801) 538-7516
- Dawn West (801) 538-7914
- Shane Johnson (801) 538-7690



Gentle Reminder

- Big Problem Last Year
 - PBT Teachers in the Elementary grades only used one header sheet and placed all answer documents under it so we had to take time to bubble two new header sheets.
 - CBT Districts were happy with reports they received and didn't want to pay any attention to the reports that we sent out with the errors, please remember it is our reports used to send data to the warehouse for all reporting.





I am now in the Snapdragon part of my life --Part of me has lost its snap and the other part is draggin!